

**Minutes**  
**Summit Fire & EMS Fire Protection District**  
**Regular Board Meeting**  
**Tuesday February 15, 2022**  
**0035 County Shops Road, Frisco, CO**  
**with TeleCon Attendance Option Available**

**Call to Order:**

The Regular meeting of the Summit Fire & EMS Fire Protection District ("SFEFPD") Board of Directors ("Board") was called to order at 9:00 AM.

**Roll Call:**

Board Members present were Lori Miller, Jen Barchers, Ben Broughton, Jim Lee, and Linda St. John. Staff members in attendance were Chief Travis Davis, Deputy Chiefs John Wilkerson and Brian Schenking, Division Chief James Woodworth, Battalion Chief Ryan Cole, Captains Matt Brewer, Kevin Skaer and Casey Humann, Lieutenants Doug Beeler and Steve Wantuck, Wildland Coordinator Kyle Iseminger, FF Medic Tony Marzo, Community Resource Officer Steve Lipsher, Inspector Jes Prill, Human Resources Manager Matt Scheer, Accounting Supervisor Jessica Fuller, Payroll and AP Specialist Erin Mumma, EMS Medical Biller Martha Bird, Board Secretary/Finance Manager Mary Hartley, and Legal Counsel Emily Powell.

**Guests:**

Sarah Abbott, Associate of Ireland Stapleton Pryor & Pascoe, PC  
Joe Ben Slivka  
Dan Johnson  
John Hall

**Approval of Agenda:**

M/S/P St. John and Broughton to approve the agenda as presented.  
Vote: All in favor, none opposed.

**Public Comments:**

None

**Consent Agenda:**

The following items were presented:  
Minutes: November 16, 2021 Regular meeting  
Warrants: November 13, 2021 – January 14, 2022  
Financial Report for all funds – December 2021  
After discussion and questions,

M/S/P Broughton and Lee to approve the Consent Agenda as presented.  
Vote: All in favor, none opposed.

**New Business:**

**Wildland Division – 5 year plan**

Chief Davis and Wildland Coordinator Iseminger reviewed the 5 year wildland division plan with the Board, including a proposal to hire two FTE specialists in 2022. After questions and discussion,

M/S/P Lee and St. John to authorize the hiring of the two FTE specialists as presented in the Wildland Division 5-Year Plan, with further review and discussion of the plan's progress and needs as part of the 2023 budgeting process.

Vote: All in favor, none opposed.

### **Adopt 2022 Salary Ranges**

HR Manager Scheer presented the proposed 2022 Salary Ranges to the Board. After questions and discussion,

M/S/P Broughton and Barchers to approve the 2022 Salary Ranges as presented.

Vote: All in favor, none opposed.

### **Consider Resolution 2022-05 to approve a policy for the waiver of collection of ambulance services cost-sharing amounts**

Division Chief Woodworth presented the Resolution to waive the collection of the patient-portion of ambulance service fees for residents and property owners of the District to the Board. After questions and discussion,

M/S/P Broughton and Lee to approve Resolution 2022-05 as presented.

Vote: All in favor, none opposed.

### **Apparatus purchase update/discussion**

Chief Davis and Finance Manager Hartley reviewed the Pierce Type 1 apparatus purchase agreement with the Board, and requested Board direction on the available prepayment options. It was the consensus of the Board to prepay a 50% deposit on the Pierce engine.

### **Consider Resolution 2022-06 terminating the District's declaration of local disaster emergency**

Chief Davis presented this Resolution terminating the District's declaration of local disaster emergency caused by the covid-19 pandemic to the Board. After questions and discussion,

M/S/P Broughton and Barchers to approve Resolution 2022-06 as presented.

Vote: All in favor, none opposed.

### **Continued Business:**

#### **Consider approval of the ZOLL Assignment and Assumption Agreement with Summit County Government**

Attorney Powell reported that the original contract with ZOLL was entered into by Summit County Ambulance Service, and needed to be assigned to SFEFPD. The County has already reviewed and signed the Assignment and Assumption Agreement. Once the SFEFPD Board President signs the Assignment and Assumption Agreement, it will be sent back to ZOLL for the vendor's signature.

M/S/P Barchers and St. John to approve the ZOLL Assignment and Assumption Agreement with Summit County Government, as presented.

Vote: All in favor, none opposed.

**Staff Reports:**

Attorney: In addition to the written report, Attorney Powell reported that she continues to work with staff and Red, White and Blue Fire Protection District ("RWBFPD") on updating the Summit County Fire Protection Authority (Training Center) Administrative Support and Facility Management Intergovernmental Agreement to reflect a new structure under which RWBFPD will take primary managerial responsibility for the Training Center.

Attorney Powell discussed the 2021 retainer analysis that is in the Board packet. Overall the District saved 67% on retainer work in 2021, mainly due to the longer Board meetings that occurred last year. The retainer rate of \$950.00 per month will remain for 2022, with possible changes in 2023.

Attorney Abbott discussed the Legislative Tracker in the Board packet. There are 5-6 bills that have been introduced in this session that deal with wildfire mitigation.

High Country Training Center: In addition to the written report, Director Miller reported that two employees started last month, one is a transfer from SFEFPD, Jennifer Oese, and one is a new hire, Eric Johnson.

Wildland All Matters: Director Lee reported that Chief Davis will be reporting to the Wildland Council at their next meeting.

Finance: In addition to the written report, Finance Manager Hartley reported receiving four self-nomination & acceptance forms for the two open Board positions up for election on May 3, 2022. Also, she included in the Board packet the County Health Pool designation of representative form, changing the primary contact to Erin Mumma from Matt Scheer.

Human Resources: In addition to the written report, HR Manager Scheer reported working with Vail Health for duty clearance physicals and that he just recently received the results of the firefighter cancer screenings.

Community Resource Officer: In addition to the written report, CRO Lipsher reported working on the 2021 Annual Report which will be brought to the Board meeting in March.

Community Risk Division: Nothing in addition to the written report.

Admin Support Services: In addition to the written report, Deputy Chief Schenking reported on the Accreditation Annual Compliance Report to the Board. He also announced that Lt Laurina is stepping down from being the Accreditation Manager and that he will be managing it from this point on.

OPS/EMS Services: In addition to the written report, Division Chief Woodworth reported that requests for the District to provide out-of-county transports have been ramping up due to Stadium's shortfall in staffing.

Fire Chief: In addition to the written report, Chief Davis reported on his continual work to meet with representatives from the County and each of the municipalities on the proposed SFEFPD impact fees.

**Board Comments**

None

**Adjournment:**

M/S/P St. John and Lee to adjourn the meeting at 11:00 AM.

Vote: All in favor, none opposed.

DocuSigned by:  
*Mary Hartley*  
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Mary Hartley, Board Secretary

Approved this \_\_\_\_\_ day of 3/22/2022 2022.

DocuSigned by:  
*Lori A. Miller*  
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Lori A. Miller, Board President